

28 June 1951

MEMORANDUM FOR: Assistant Director for Special Operations
Assistant Director for Policy Coordination

SUBJECT: Clearances by Theatre Commanders for Agency
Personnel Enroute Overseas.

1. The present procedure utilized by the Travel Branch, Transportation Division, Administrative Services Office, requires cable requests and answers on an individual basis relative to acceptability of the Theatre Commander.

2. This technique slows down the Travel Branch responsibility considerably, as no action is taken on definition of itinerary or actual ticket procurement until this determination is made.

3. Inasmuch as the problems of quotas of [REDACTED] are not available to this Branch and clearances could be more easily obtained by Senior Agency Personnel on duty overseas, it is recommended that operating officials obtain clearances prior to the preparation of foreign travel orders and so indicate to the Travel Branch.

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4. Relief from this clearance responsibility will provide additional man-hours to accomplish the travel responsibilities and will expedite service to the operating offices.

[REDACTED]
Advisor for Management

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EMB/ms
cc: Subject File

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